

DIVISION OF PARKS AND RECREATION
RECREATION SERVICES



CITY OF SAINT PAUL
Mayor Christopher B. Coleman

300 City Hall Annex
25 West Fourth Street
Saint Paul, Minnesota 55102
www.stpaul.gov/parks

Telephone: 651-266-6400
Facsimile: 651-292-7405

2008 Application for Recreation Center Facility Rental Permit

Application for use of space operated by the City of St. Paul; Division of Parks and Recreation constitutes the applicant's agreement with the Private Event Permit Terms and Conditions and Schedule of Fees and Charges.

Applicant Information:

Name: _____

Contact Name if Applicant is Organization: _____

Phone: _____ Work Phone: _____

E-mail: _____ Fax: _____

Address: _____ City: _____ State: _____ Zip: _____

Event Information:

Recreation Center: _____ Space: _____

Date(s) of Event: _____ Time of event: _____

Proposed use: _____

Estimated Daily Attendance: _____

☐ Yes ☐ No Is your organization registered as a non-profit? If so, proof must be provided

☐ Yes ☐ No Is your organization registered as tax exempt, non-profit? MN Tax I.D. # _____

☐ Yes ☐ No Does this rental constitute multiple dates? How many? _____

☐ Yes ☐ No Does the proposed event require set-up prior to date of event?

☐ Yes ☐ No Does the proposed event include food and beverage vendors? How many? _____

☐ Yes ☐ No Does the proposed event include merchandise vendors? How many? _____

☐ Yes ☐ No Does the proposed event anticipate alcohol sales?

☐ Yes ☐ No Does the proposed event include amplified sound/music?

Total All Rental Charges, as determined by Recreation Center Facility Rental Cost Worksheet:

\$

(Checks are to be made payable to City of Saint Paul)

Signature of Applicant: _____ Date: _____

Parks and Recreation
Approval by: _____ Date: _____